



SPB-BUREAU DIRECTOR

CHARACTERISTICS OF WORK:

This is professional administrative work in which the incumbent serves as director within an office of the State Personnel Board. Work involves formulating, directing and controlling the operations of a bureau through section heads and other subordinate personnel. Incumbent establishes objectives, standards and control measures for programs which are limited in scope and in impact. The incumbent in this position functions as a member of the agency's or subunit's leadership team and has some involvement in the areas of strategic planning, human resource budgeting, and policy review and development. The incumbent controls and monitors the administration of human resources activities and policies; advises management and employees on issues or problems relating to human resources; counsels employees on employment related matters; may provide line or functional supervision of subordinate staff; makes recommendations on compensation and benefits, employee relations, staffing, training, safety, labor relations, and employment records and organizational structure, often represents the agency in human resources related matters both within the agency and with other entities. Internal and external contacts are made to provide and exchange information, coordinates activities, and provide assistance and guidance. Work is subject to infrequent review through conferences and reports. Supervision is received from an administrative superior.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university;

AND

Experience:

Five (5) years of experience in work related to the described duties, with demonstrated experience in position classification, position management, salary determination, employee selection process and/or training functions, one (1) year of which must have included line or functional administrative or advanced technical supervision.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Six (6) years of experience in work related to the described duties, five (5) years of which must have included demonstrated experience in position classification, position management, salary determination, employee selection process and/or training functions and one (1) year of which must have included line or functional administrative or advanced technical supervision.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Administration and Management: Plans, coordinates, and directs organizational functions, resource allocation, and production.

Plans, directs, and coordinates the activities of a bureau through section heads and other subordinate personnel. Directs fiscal accounting and budgeting activities. Assists in approving budget requests and expenditures.

Organizational Awareness: Possesses knowledge of the agency's mission and functions, including its programs, policies, procedures, rules, and regulations.

Formulates policies, rules, and regulations. Understands how the agency's social, political, and technological systems work and operates effectively within them. Understands and complies with applicable federal and state laws and rules, and department rules and policies. Understands inter-relationships with other organizations, both internally and externally of the agency and the State. Understands how the agency serves the public.

Personnel and Human Resource Leadership: Possesses knowledge of hiring, labor relations, staffing, training, and federal, state, local, and agency employment rules and regulations needed to enable others to reach their full potential and meet organizational needs.

Maintains a current knowledge and interprets laws, rules, regulations, and procedures pertaining to human resources within the agency. Counsels employees on employment related matters. Makes recommendations on compensation, benefits, employee relations, staffing, training, safety, labor relations, and employment records and organizational structure. Represents the agency in human resources related matters both within the agency and with other entities.

Planning and Evaluating: Determines short or long term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Establishes objectives, standards, and control measures for programs. Participates in strategic planning and policy review and development for the bureau. Monitors the administration of human resources activities and policies. Facilitates the implementation of goals and objectives.

Public Relations: Manages communication between a state agency and its key publics to build, manage, and sustain a positive image.

Maintains effective public relations with other state agencies and the public, including interpretation and advocacy of agency policy. Liaisons with others organizations and represents the agency/subunit in matters pertaining to human resources issues.

Professional Maturity: Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Exhibits the attributes of confidence, assertion, tolerance, patience, and empathy at the appropriate time in stressful or high-pressure situations. Manages conflicts and defuses situations. Knows when to refer an issue to the appropriate level. Aligns personal behavior with agency standards. Maintains appropriate standards of professionalism and only provides information within authority to provide in area of expertise.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions. Takes risk appropriate to ones level of responsibility. Acts as a settling influence in a crisis. Exhibits the ability to work through challenges and create opportunities.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Understands effects of decisions on the organization and on other organizations. Acts as a change agent by initiating and supporting change within the agency.

Working Through Others: Supports, motivates, and is an advocate for staff.

Creates effective teams; shows a willingness to get work done through others. Clearly and comfortably delegates work, trusting and empowering others to perform. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

Identifies, analyzes, and solves problems. Develops standards of performance and knows what and how to measure.

Resource Management: Acquires, effectively and efficiently administers, and allocates human, financial, material, and information resources.

Demonstrates ability to plan, prioritize, and organize.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Performs various administrative and supervisory duties involved in directing the activities of a bureau.
2. Acts as a liaison between bureau, other state agencies and the public.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Plans, directs, and coordinates the activities of a bureau through section heads and other subordinate personnel.

Formulates policies, rules and regulations as necessary.

Ensures coordination of bureau activities.

Assists in directing fiscal accounting and budgeting activities.

Assists in approving budget requests and expenditures.

Provides administrative leadership for all phases of programs within the bureau.

Maintains effective public relations with other state agencies and the public, including interpretation and advocacy of agency policy.

Recommends appointment of personnel as needed.

Liaisons with other organizations and represents the agency/subunit in matters pertaining to human resources issues.

Maintains a current knowledge and interprets laws, rules, regulations, and procedures pertaining to human resources within the agency.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.